

A scenic autumn landscape. In the foreground, a large, dark tree trunk and its branches with vibrant yellow and orange leaves frame the top and left sides of the image. The sun is shining through the leaves, creating a bright, hazy glow. Below the tree, a lush green field stretches across the middle ground. In the background, rolling hills are visible under a clear sky. The overall atmosphere is peaceful and serene.

# Retention

Sgt Scott Taylor



# Who Requires these?

- Unit Retention NCO
- BCC
- State CSM
- NGB



# Forms

- NMD 90
- 12 Month Retention Counseling
- Soldier Care Questions and Issues



## NEVADA ARMY NATIONAL GUARD SPONSORSHIP/INTERVIEW FORM

NAME: RANK: SSN:

UNIT ETS: PMOS

DATE OF ENLISTMENT: DATE OF BIRTH:

CIVILIAN EDUCATION: HSGD/GED: YES ☐ NO ☐ OTHER:

MILITARY EDUCATION: CITIZENSHIP YES PEBD:

HOME PHONE: WORK PHONE

HOME WORK:

EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

SPONSOR: \_\_\_\_\_ DATE APPOINTED: \_\_\_\_\_

You have been appointed as a sponsor for the above named soldier.

This checklist is for you, the sponsor, to assist the new member in getting off to a good start with the unit.

### BEFORE DRILL

**BEFORE DRILL** \_\_\_\_\_ Contact Family support Leader with Name of

Telephone a new member \_\_\_\_\_ Give member to date and time of drill \_\_\_\_\_

Does he have transportation to drill? \_\_\_\_\_ Give member you telephone number \_\_\_\_\_

**DURING DRILL: INITIAL AND DATE BY THE PERSON NAMED.** not the sponsor or the new member.

Introduce new soldier to:

**Unit Clerk:** Make appointment to complete necessary administrative paperwork needed by the unit.

☐ ID Card ☐ Pay Procedures ☐ Drill Dates ☐ Reporting Requirements ☐ Admin

☐ List of Key Personnel    ☐ Names of Rater and Senior Rater    ☐ ULLS-G/DD Form 348

**Readiness NCO:** Make appointment to complete necessary administrative paperwork

**Supply Sergeant:** Get uniforms issued or ordered, any other supply transactions completed

**Section Sergeant/Platoon Sergeant:** Introduce new member to his section or Platoon/Squad.

ISG: Explain appearance standard. Ensure soldier has Unit, First Line Leaders, and your telephone

\_\_\_\_\_ **First Line Leader:** Explain Section mission, Soldiers Job, Career Development, Schooling, Introduce to Section.

           **Company Commander:** Explain Unit mission and Goals, Unit Organization. Personal Standards, Safety, Absence policy, Promotion Policy, Family support and the Chain of Command.

\_\_\_\_\_ **Unit Retention NCO:** Explain Unit retention program, membership benefits, retention assistance and the Employer support.

**Unit Motor Sergeant:** Check the soldiers Military/Civilian License and load into ULLS-G

**AFTER DRILL:** Sponsor will ensure

### New member understands duty assignment

That the uniforms were issued or placed on order

That new member has completed the Emergency Data Card and SGLI paperwork.

Answer any questions that the new member may have about drill, the unit, school, etc.

**NON-PRIOR SERVICE:**

Does recruit know when the Non-Prior Service Training is, and how to get to the training

\_\_\_\_\_ Does the member know how to use the chain of command and full-time staff to get operations answered or problems solved.

\_\_\_\_\_ Make sure recruit knows when he/she is scheduled for Basic Training and AIT. Does he/she understand the date he/she is to report. Does he/she have any question? Is he/she a split training option?

**AFTER SECOND DRILL:** Sponsor will call Non-Prior Service Members, and talk to Prior Service

Has the individual received their drill pay for the first month?

Has the Non-prior member attended at least one month with the non-prior service training

ANNUAL INTERVIEW/S OTHER TYPE INTERVIEWS (i.e. Job conflict, AWOL Interview, Family conflict, Job problems, etc.)

[illegible]

UNIT: NAME: (LAST, FIRST, MIDDLE INITIAL)	ETS DATE: RANK: PHONE:
CURRENT DUTY POSITION:	
Before 12 month drill determine:	
Is Soldier eligible for extension?	
Does Soldier need a waiver?	
Is Soldier eligible for a bonus, if so how much?	
Is Soldier eligible for MGIB?	
See page 2 for further instruction and counseling suggestions	
12 month interview	INTERVIEWER Unit Retention NCO
Identify Impediments to extending: Ask if Soldier intends to stay, if not why? Address these issues before the next drill. Insure Soldier understands bonuses and other benefit information.	KEY POINTS DISCUSSED
10 month interview Focus on Morale What is the Soldier's attitude toward leadership, peers, subordinates? Insure that all concerns above have been addressed.	INTERVIEWER First Line Leader
9 month interview Focus on career advancement: Has Soldier been advancing with peers, if not why? What can be done?	INTERVIEWER Platoon Sergeant
8 month interview Complete the DA 4836 Insure prior issues have been addressed and conduct extension ceremony at this drill if Soldier is prepared to extend.	INTERVIEWER First Sergeant
7 month interview Thanks for staying or last chance to address the impediments listed above. If extension has not been conducted why?	INTERVIEWER Commander
If Soldier has not extended by the end of drill 7 months prior to ETS initiate service awards process and forward recommendations along with this counseling to the BNCC for further action. If Soldier has extended place this form with Soldiers NMD 90 in retention binder.	

6 month interview Schedule a time for battalion CSM and battalion commander interviews within the next 4 months. These interviews can be conducted during the week (Soldier on RMA)	INTERVIEWER BNCC	KEY POINTS DISCUSSED
6-4 month interview Review all previous interviews and insure all impediments have been fully addressed. Insure that Soldier understands there are career options in other ENs.	INTERVIEWER BN CSM	KEY POINTS DISCUSSED
4-2 month interview Review all previous interviews and insure all impediments have been fully addressed. Review service award recommendations from Company level. Thank Soldier for service.	INTERVIEWER BN commander	KEY POINTS DISCUSSED

The purpose of this form is to determine if a Soldier intends to remain a member of the NV ARNG. If the Soldier does not intend to stay the unit must find out why and if there is anything they can do to change their circumstances. The counseling progresses from FLL to BN commander to solve problems at the lowest level and at the earliest possible time. Extend all Soldiers 7 months prior to ETS, only Soldiers who do not intend to stay in the NV ARNG should miss this window. For Soldiers who plan to ETS the company should have a clear understanding of why and what has been done to retain the Soldier annotated on this form before it is forwarded to the BN.

Leaving the final drill free of interviews leaves the Soldier time to clear supply and other administrative areas. This early extension window also leaves the unit time to have ETS awards ready at the Soldiers final formation. Take full advantage of this time.



## SOLDIER CARE QUESTIONS & ISSUES

SOLDIER'S NAME:

DATE:

QUESTIONS	ISSUES	REMARKS
How do the members of your family feel about you being in the Guard?		
Are any members of your family concerned about you being deployed?		
Does your job have or causes any conflict with your service in the Guard?		
What is your Civilian Career Plan? Does the Guard hinder your plan?		
Do you intend to get more civilian education in the next six years?		
Is your family involved with the Family Support Program?		
Do you have any problems receiving your military pay and bonuses?		
When did you get your last time in service award? Any achievement awards?		
Are you receiving regular performance counseling and your current NCOER?		
Do you have any ongoing LOD or medical issues caused by the Guard?		
Did you pass your unit's last APFT and meet the Height/Weight Standards?		
Do you feel discriminated against or have any Equal Opportunity problems?		
Are you being notified in a timely manner of upcoming drills and training? Any problems getting to Drill?		

QUESTIONS	ISSUES	REMARKS
Do you find the training generally satisfying, meaningful, and exciting?		
Do you find the leadership generally competent and concerned about you?		
Does the condition of your equipment or lack thereof concern you?		
Do you have enough manuals and training aids to learn and do your job?		
Have you been getting promoted in a timely manner?		
Have you had any problems getting the military education you need and desire?		
What is your Military Career Plan and have you achieved it so far?		
Do you have a mentor in the Guard and has he helped you achieve your Military Career Goals?		

Soldier's Signature: \_\_\_\_\_

Interviewer's Name & Signature: \_\_\_\_\_

\_\_\_\_\_



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Questions?